



**2013 Request for Proposals  
Louisville Out-of-School-Time  
Combined Competitive Mini-Grants  
To Help Prevent Summer Learning Loss**

**Combined Competitive Mini-Grants with funds from:**  
Metro Government  
Metro United Way

**Mini-Grant Awards: \$500 - \$5,000**  
**Proposals Due: May 1, 2013**

**The Louisville OST Coordinating Council and its Partners:**

The Louisville OST Coordinating Council is a community partnership convened to create a coordinated system for the enhancement of youth services in Louisville, Kentucky. The founding organizations are Louisville Metro Government, Jefferson County Public Schools and Metro United Way. Our work, and the system we plan to create, is guided by the recommendations in YouthPrint, which were approved by the heads of the partner organizations on December 20, 2010. This formal approval marked the creation of the Louisville OST Coordinating Council.

The partner organizations have chosen to pursue this work in collaboration as a “community partnership.” We adhere to the following definition: community partnerships are “mutually beneficial and well defined relationships entered into by two or more organizations to achieve results they are more likely to achieve together than alone.”

We believe that what happens before and after school, on weekends, and during the summer matters. Out-of-school time programming has the power and ability to:

- Provide tremendous learning and developmental benefits for our youth
- Help them improve their performance in school now and in the future
- Prepare them for life and career by giving them real world opportunities to learn and explore

We believe that young people, particularly youngsters who are considered “at-risk”, who actively participate in quality programs during out-of-school hours (including summer) are much more likely to:

- Stay in school
- Stay on grade level
- Graduate from high school on time

Metro United Way serves as the fiscal agent for this mini-grant process and will distribute to organizations via partner branded letter. Funding partners include: Metro Government and Metro United Way. (*OST Coordinating Council partners are not eligible to apply for this funding or be the fiscal agent.*)

### **OST Mini-Grant Overview:**

The Louisville OST Coordinating Council Mini-Grants will support best practices to help prevent *academic* summer learning loss in the areas of reading and math for young people (grades K-12) participating in out-of-school-time programs in the Louisville area who are using *Study Island* and *Success Maker*. Our goal is to strengthen existing youth services by addressing issues related to student academic success. Student success is directly related to the continuous learning process. The long summer break from school breaks the rhythm of instruction, and leads to forgetting, and requires a significant amount of review of material when students return to school in the fall. Reading and mathematics knowledge and skills suffer during this summer break with children from low socioeconomic status suffering larger gaps than children from middle income families (Cooper, 1996).

These grants are not intended to provide general operating support. We will fund specific, stand-alone projects that will make services more effective, and ultimately, provide children with better experiences to maintain, and ideally increase, their academic skills. These grants will only support best practices that support preventing summer learning loss. Preference will be given to JCPS Learning Place Centers, as well as other organizations, that increase the time youngsters spend engaged in using the *Study Island* and *Success Maker* web-based tools. Planning needs assessment, evaluation, board development or financial systems updates proposal are ineligible. These grants do not fund building campaigns, scholarships, endowments, lobbying, or awards to individuals. We also will not fund changes that simply expand the number of slots in a program.

### **Awarded funds may be spent on:**

- Instructional materials, program resources
- Training, certification
- Recruitment efforts
- Rewards, incentives
- Professional services
- Equipment
- Staff—only if there is a direct connection to a youth outcome and that can be demonstrated (for example, new seasonal / summer employees, e.g. college students, who directly assist with the educational programs for youth)

**Organizations must meet all criteria:**

- Any Tax-exempt under Section 501 ©(3) of the Internal Revenue Code or a government agency in the Louisville Metro area;
- Agencies must be financially healthy and not having ongoing financial instability. Non-Metro United Way agencies will be required to provide additional documentation to demonstrate their financial health. We will support community-based and faith-based programs as long as they are in good standing with fiscal oversight.
- Agencies awarded funding will be required to track, measure and share results as well as meet with other funded agencies to share learning and best practices.

**Proposals must include the following:**

- Abstract – A brief overview of the entire project, including information about the number of students to be served and the planned activities that will take place and how Success Maker and Study Island will be a part of the program.
- Needs Assessment – clearly define the problem. Present quantitative and qualitative data.
- Project Outcomes – State what the project hopes to accomplish. Clearly state goals, outcomes, milestones, and how they will be measured.
- Implementation Plan – Explain how the project will accomplish its outcomes.
- Organizational Capacity – Describe how the proposed project fits within your mission and discuss the management team and staff in place to implement the project.
- Budget – Provide a detailed line-item budget for the total project and the amount requested accompanied by a budget narrative explaining how the funds will be used.

**Attachments – Provide a copy of the following:**

- Tax exempt status letter
- Most recent IRS Form 990

**Proposal Instructions:**

The Louisville OST Coordinating Council is now accepting mini-grant proposals by email at [michelle.elsby@metrounitedway.org](mailto:michelle.elsby@metrounitedway.org) . Proposals should be no more than ten pages. The deadline to submit proposals is **May 1, 2013 at 5:00 P.M. EST**. You must submit the original and 4 copies. The notification of awards will take place in early June 2013. Due to the large number of grant requests, only the grant awardees will be notified, and they will be required to attend an orientation meeting.

**Contact Information:**

Metro United Way  
334 East Broadway  
Louisville, KY 40204

Email: [michelle.elsby@metrounitedway.org](mailto:michelle.elsby@metrounitedway.org)